THE STATE BAR
OF CALIFORNIA

LAPTOP CERTIFICATION INFORMATION BULLETIN

This information is for applicants who have been preliminarily assigned to a test center that would permit the use of a laptop computer for the July 2004 administration of the California Bar Examination, including applicants with disabilities assigned to testing accommodations test centers. So that the maximum number of applicants will be able to use their laptop computers, your assignment to the test center where laptop computers would be permitted is considered preliminary at this time. Applicants who are preliminarily assigned to Laptop test centers but who do not complete the certification process before the test center becomes full, will be assigned to the next available test center in their list of choices and will not be permitted to use their laptop computers to take the examination. Applicants who are not permitted to use their laptop computers because they did not download the specified software by the published deadline and/or withdrew their request to use a laptop will not be entitled to a refund of the Laptop fee.

If after you have been permanently assigned to a Laptop test center, you decide to request a test center change, the Los Angeles Office of Admissions must receive your request no later than July 1, 2004. Following receipt of the request, you will be assigned to the requested test center if space is available. If space is not available at your preferred test center(s), you will be assigned to a location closest to the original designated test center that still has space available.

ExamSoft software will be used during the written portions of the examination, which for the standard examination schedule will be on Tuesday, July 27, 2004, and Thursday, July 29, 2004. Do not bring your laptop computer to the Multistate Bar Examination (MBE) portion of the examination, which for the standard examination schedule will be on Wednesday, July 28, 2004.

It is your responsibility to be familiar with the software as technical support will not be provided during the examination session. Technical support will be on site to assist staff as needed, and if available, the technicians may be available to answer questions before the examination instructions begin, but such assistance is not guaranteed. Once the examination begins, technical assistance will not be available until after time has been called.

On the first day of the examination, instructions for those using laptop computers will begin promptly at 8:30 a.m., at which time you will be given instructions for getting your computer ready to use. You must be in your assigned seat by that time. You should plan to arrive at the test center at least 15 minutes prior to that time so that you can find your seat and get comfortable. General instructions regarding administration of the examination will commence promptly at 8:45 a.m. If your computer is not ready to begin at the designated time, you must begin the examination by handwriting. NO extra time will be provided to ensure that a computer is ready to be used before the examination session begins.

Do not bring your computer for inspection the Monday before the first day of the examination as it does not need to be inspected prior to the beginning of the examination.

All applicants using laptop computers with SofTest must be certified by Exam Soft no later than July 1, 2004. If you do not become certified by July 1, 2004, you will not be allowed to use your laptop computer during the examination and notice of your new test center will be sent. Following

certification, the State Bar's Office of Admissions will forward confirmation of your permanent assignment to a Laptop test center.

In the event a software, hardware or power failure occurs before or during administration of the examination, you will be required to handwrite your answers to the examination. Applicants will not be permitted to use typewriters or word processors as backups.

ExamSoft - General Information

What is ExamSoft? To ensure the security of the examination process, applicants are required to use the SofTest™ software by ExamSoft to take the bar examination using a laptop computer. The program provides a simple word processing program and is designed to be familiar to users of WordPerfect or Microsoft Word. It blocks access to non-SofTest files on an applicant's computer during the examination administration. Examinations taken with SofTest are saved on the computer's hard drive and stored on specially formatted 3½" floppy disks, which will be provided by the proctors before the beginning of each session. Examination questions will be distributed in hard copy just before the beginning of each examination session and are not on disk.

The Multistate Bar Examination (MBE) is not available on computer. You must take your computer home after the Tuesday afternoon session and bring it back to the test center on Thursday morning. Again, you must bring a laptop computer that contains a registered copy of SofTest.

Will SofTest work on my laptop computer? SofTest operates only on IBM compatible computers with Window's 95, 98, ME, NT, 2000 Pro, or XP (Home, Pro or Tablet PC). Apple/Macintosh computers with programs like Virtual-PC are not supported by SofTest. You must have a Pentium 200Mhz CPU or faster, at least 32Mb of RAM, and 30 megabytes of free hard drive space and a floppy disk drive. Although Internet Explorer or Netscape can be used to download SofTest, you must have Internet Explorer 5.0 or higher installed on your computer. An Internet connection is necessary to download the SofTest software. If you encounter any difficulties with downloading SofTest during the certification process, ExamSoft technical support at support@examsoft.com or 866-429-8889 is available to assist you. An external floppy disk drive is required so that your answers may be saved and printed after each session of the examination has concluded. If you do not own a floppy disk drive, one can be purchased through most office or computer supply stores.

How reliable is SofTest? SofTest has many safety features to protect your answer from being lost or damaged by a computer malfunction. They include:

- The saving of the actual examination file every 60 seconds on the computer's hard drive.
- Automatically saving multiple copies of examination answers on the hard drive at varying intervals throughout the examination.
- Automatically storing encrypted back-up copies of the examination answers on the computer's hard drive if a back-up copy is ever needed.
- As computers freeze/lock for no apparent reason when using any Windows-based software programs, computers can freeze during the examination. If there is any malfunction of the computer, disk or software during the examination, the applicant can attempt to resolve it on their own by rebooting their computer and returning to the exam. If that fails, you must continue taking examination by handwriting. The back-up copy of the examination answer that had been saved will be recovered after the session has concluded.

How will I obtain the SofTest software?

You must download SofTest from ExamSoft, even if it was previously installed for law school or for a previous bar examination. To access the appropriate Internet registration location, select the Exam Takers tab on the navigation bar at www.examsoft.com/calbar.

This address cannot be accessed through ExamSoft's Home Page. All applicants intending to use their laptop computers must begin the SofTest certification process through this address. Your computer can have *both* a registered copy of the Academic and Bar Edition versions of SofTest at the same time. Registering the Bar Edition of SofTest on your computer for the bar examination will not interfere with using SofTest for your law school final examinations. If you have a registered copy of both the Bar Edition and Academic versions of SofTest on the same laptop, you will have two shortcuts on your Windows Desktop; SofTest and SofTest - Bar Edition. Additionally, your SofTest Start Window (the first window that appears after launching SofTest) will have the option of switching between the "Bar Edition" & "Academic" versions of SofTest at the beginning of your examinations.

REGISTERING WITH EXAMSOFT AND INSTALLING THE SOFTWARE: Sign up, installation and certification with ExamSoft will begin May 3, 2004, and must be completed no later than 9:00 p.m (Pacific Daylight Savings Time) July 1, 2004. To begin the process, go to the special ExamSoft Custom Home Page website for California Bar Examination applicants only, which is located at: www.examsoft.com/calbar.

For SofTest to work properly, the SofTest installation must be run directly from the ExamSoft/Cal Bar website onto the laptop computer you are using for the examination. You cannot copy the ExamSoft program from one computer to another. For example, do not download the software to a desktop computer and try to manually move it to your laptop. You may, however, download and register SofTest on more than one laptop computer if you wish to have one as a backup. Back-up laptops may not be brought into the examination room and they may not be used after a session has started; they may, however, be used for the next session if there is one. If you choose to download SofTest onto a second laptop computer, log in through the Exam Takers section of the ExamSoft website, then click the 'Download SofTest' link.

Examsoft will e-mail you a confirmation that you successfully completed the certification process. Confirmation will also be mailed to you by the State Bar's Office of Admissions. Technical questions can be answered by Examsoft at 866-429-8889 or at support@examsoft.com. Neither the Office of Admissions nor the Committee is available to answer technical or registration questions.

If you have any questions on the use of the software, visit the ExamSoft Frequently Asked Questions (FAQs) web page at http://www.examsoft.com/barfaq. If you encounter problems downloading or registering SofTest, you should contact ExamSoft technical support at 866-429-8889 or at support@examsoft.com. Technical support is available from May 3, 2004, during standard business hours, through the week before the bar examination. One week before the registration deadline and two weeks before administration of the examination, ExamSoft will extend its hours of technical support for California Bar Examination applicants. ExamSoft retains records of all support calls.

Can I practice using SofTest before the examination? After you install SofTest, you should become familiar with its features by taking a practice examination several times and no less than at least once. The practice examination is available at any time. In the practice examination mode, your answers will not be saved but you be able to print them while the examination remains open.

You must bring your own power cord and floppy disk drive to the test center each day of the examination. Although an electrical outlet will be provided to you, be sure to have a fully charged battery in case of a temporary power outage. **You must not bring any floppy disks, CD's or DVD's with you, or in your computer, into the examination room**. If such items are found in the examination room or in an applicant's computer, they will be confiscated and will not be returned.

Once you become certified, do not make changes to the configuration of your laptop computer. Do not uninstall the program for at least 4 weeks following the examination in the event a backup copy needs to be accessed. Do not have someone else download the software for you.

Pay careful attention to and follow the instructions provided during the examination. Use **great** care when highlighting and deleting during the examination, as well as using other functions that may significantly change a document. Applicants who do not take the time to become familiar with their laptop computers or with word processing functions should consider handwriting their examination answers. No extra time or other administrative relief will be granted in the event that an examination file is deleted or otherwise altered.

Printing of Answers. Examination answers will be printed by staff; you will not be permitted to oversee the printing process. Answers are printed using a standard format, such as line spacing and font, which may cause the final printed answer to look different from what you saw on your screen – although the substance will not have changed. If there is a problem with the printing of your answer, you may be required to bring your computer to the Office of Admissions so that the encrypted backup copy of the examination answer on your computer's hard drive can be retrieved.

Rented Computers. Applicants who have rented laptop computers to use during the examination must do so before July 1, 2004, and are encouraged not to return them to the rental company for at least four weeks following the examination in the event the computer needs to be accessed.

Any attempt to disable or tamper with the security features of SofTest is prohibited. If it is discovered that tampering has been attempted, this information will be reported to the Committee of Bar Examiners for whatever action it may deem appropriate. It is your responsibility to be familiar with your equipment, the ExamSoft software and instructions provided by the Committee and ExamSoft on its website prior to the start of the examination.

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